Position Announcement

We are hiring a new Finance and Administration Director. Please see the information below and the attached job description to apply.

Who We Are

The Skagit River System Cooperative (SRSC) provides natural resource management services for the Sauk-Suiattle Indian Tribe and the Swinomish Indian Tribal Community. On behalf of these two sovereign nations, SRSC works to actively increase salmon populations and improve habitat conditions within their usual and accustomed fishing areas (https://skagitcoop.org/). Our dedicated and highly experienced staff bring a passion to their work on salmon recovery, which includes on-the-ground habitat restoration planning and implementation, improving local and regional knowledge through scientific research and monitoring, and protecting salmon habitat in a variety of regulatory processes throughout the Skagit and Samish River basins. The Skagit basin and SRSC are recognized throughout the region as leaders in salmon recovery, and we strive to build a close-knit team of professionals and scientists working on behalf of our member Tribes.

SRSC is directed by a Board with three representatives from each of the two member Tribes that provides leadership and guidance for the organization. SRSC carries out its mission of salmon recovery through five programs:

- Habitat Restoration
- Research and Recovery
- Forest and Fish
- Environmental Services
- Finance and Administration

Cultivating an inclusive team is central to SRSC’s mission, with a focus on providing opportunities for Tribal members. Currently, SRSC has 26 permanent staff with 5-10 seasonal staff who conduct research and restoration projects throughout the Skagit River watershed and estuary. SRSC funding comes from an extensive portfolio of grants and contracts with governmental agencies spanning local, state, federal, and tribal sources.
**Director of Finance and Administration Position**

The Director of Finance and Administration is one of the top leadership roles in SRSC. The job requires leading the financial, operational, administrative, and human resources activities needed to support the other programs with day-to-day operations and ensure the long-term success of SRSC. The position is under the direction of the SRSC Board and requires cultivating strong relationships with board members, program directors, Tribal governmental leaders and staff, and regional agencies.

The Director of Finance and Administration will manage two to four staff and coordinate numerous contractors and vendors to ensure that budgets, contracts, payroll, accounts receivable, personnel services, operational planning, and building management are implemented in a timely manner. The Director works collaboratively with the other four program directors, who each report directly to the SRSC Board. A key role for the incoming Director of Finance and Administration will be evaluating the organization and staffing levels of the Finance and Administration Program and making recommendations on how best to meet the needs of the other programs and SRSC as a whole. There will be opportunities to make changes to increase efficiency and effectiveness, including potentially hiring new staff.

The Director of Finance and Administration must have excellent financial acumen and planning skills, experience managing accounting, contracting, and financial reporting, meticulous attention to detail, excellent verbal and written communications skills, experience supervising staff, and a track record of working effectively in a collaborative, team-based environment. The ideal candidate would be an exceptional leader who understands how to build capacity in an organization, has sensitivity to tribal customs and values, and who works well as a trusted member of a small, dedicated team.

**Terms and Compensation**

**Working Conditions:** The Director of Finance and Administration would typically report daily to one of the SRSC offices in La Conner or Burlington, except that the La Conner office is temporarily closed due to a remodel. The typical full-time work schedule is four 10-hour days, although Covid-19 adaptations have included more flexible schedules and remote working. As long as the Covid-19 pandemic continues to wane, the incoming Director will be expected to work predominantly out of the assigned SRSC office(s) to allow close communication with other employees, although a flexible schedule and some remote working opportunities may continue to be allowed.

SRSC employees value the superb quality of life in northwest Washington, with outstanding access to outdoor recreation in nearby mountains and waterways. The cultural attractions of Seattle and Vancouver Canada are both roughly an hour drive away. Most employees reside in or near the small cities of La Conner, Burlington, Mount Vernon, Bellingham, Anacortes or Oak Harbor.
Salary and Benefits: Salary range $100,000 to $110,000 per year exempt DOQ. SRSC provides employees with competitive benefits including medical, dental, vision, life, and disability insurance coverage, a 401(k) retirement program, and generous paid leave and holidays. Employees are paid monthly with options for a mid-month draw (advance).

Submittals: Applicants are invited to submit a resume by 5:00 pm Monday June 13th, 2022, although earlier submittals may be considered as they come in. This position is subject to the tribal preference hiring policy of SRSC. To apply, please submit letter of interest and resume via hard copy or e-mail to:

Skagit River System Cooperative
Attn: Janette Crume
P.O. Box 368
La Conner, WA 98257-0368
jcrume@skagitcoop.org
POSITION: Finance and Administration Director

Salary Range: $100,000 to $110,000 per year exempt DOQ

Reporting Authority: The Finance and Administration Director is directly responsible to the SRSC Board of Directors, which provides direction and guidance for programs. This position coordinates with SRSC Program Directors and SRSC’s member Tribes, including Board representatives, Tribal government and other Natural Resources staff for activities defined under Duties and Responsibilities.

General Description:

The SRSC Finance and Administration Director works with other Program Directors and directs Finance and Administration program staff to further organizational goals related to the recovery of the salmon populations. This position directs and/or performs the financial reporting, procurement, planning, investment of funds, accounting, contracting, building management, human resources, and administrative functions for the Skagit River System Cooperative (SRSC). This position assists Program Directors in preparing budgets for programs and funding applications and assists them in meeting various and sometimes complex financial reporting requirements for their grants and contracts. This position is also responsible for performing and/or overseeing all functions of the Finance and Administration Program including personnel supervision, payroll, taxes, accounts payable, purchasing, contracting, capital assets, cash management, grants/contract management and employee benefits. All job functions must be performed in compliance with applicable local, State, Federal, and/or Tribal regulations. Funding for this position is subject to availability of grants or contracts.

Duties and Responsibilities:

1. Prepares regular financial and administration reports as required by SRSC Board and funding agencies.
2. Responsible for hiring and supervising all Finance and Administration Program employees.
3. Oversees all Finance and Administration Program functions for accuracy, compliance, and timeliness. Functions include oversight of and/or performing payroll, taxes, accounts payables, purchasing, contracting, capital assets, cash management, building operations, grants management and reporting, and employee benefits.

4. Provides administrative and financial support for SRSC programs and staff in coordination with Program Directors.

5. Oversees and directs the preparation of SRSC annual financial report, Single Audit, and indirect cost rate proposals, in coordination with the external auditor.

6. Develops and/or reviews budget proposals in coordination with other SRSC Program Directors to be included in new grant applications.

7. Reviews existing grants and contracts and provides regular budget summary reports to SRSC Program Directors.

8. Periodically assesses staffing level requirements, job responsibilities and structure for the Finance and Administrative Program in coordination with other Program Directors and makes recommendations for improvements to the SRSC Board.

9. Provides support for all SRSC Programs related to personnel hiring, compensation, benefits, and human resources issues.

10. Oversees the SRSC 401(k) plan, medical, dental, vision, life, and disability insurance benefit package, SRSC liability/property/casualty insurance package, and the workers’ compensation insurance package, and provides related advice and support to the SRSC Board, SRSC Programs and staff.

11. Provides support for office building management including leases and utilities, and for computer system administration and maintenance.

12. Prepare account reconciliations and workpapers to facilitate the annual audit required by funding agencies.

13. Review, understand, explain and verify information in the annual audit report, ensuring the audit is filed with the Federal Audit Clearinghouse by September 30 of each year.

14. Provides administrative support and meeting coordination for the SRSC Board.

15. Must be respectful and sensitive to the values and culture of the Swinomish Indian Tribal Community and Sauk-Suiattle Indian Tribe.

16. Must comply with the SRSC Alcohol & Drug Use policy.

17. Must be able to maintain confidentiality and adhere to the SRSC Confidentiality Policy.

18. Perform other duties as assigned.

Minimum Qualifications:

1. BA/BS Degree in Business Administration, Accounting or related field with five years of experience in fund accounting with Federal and State programs required.

2. Experience in all aspects of fund accounting including direct contact with funding agencies is required.

3. Must have experience with cash management.

4. Working knowledge of payroll, taxes, accounts payable, purchasing, capital assets, leases, grants management and employee benefit implementation is
required.
5. Must be able to demonstrate working knowledge of Microsoft Office programs (Word, Excel and Access) with previous AccuFund or similar software package preferred.
6. At least (3) three years of supervisory experience required.
7. Must be able to work independently and in cooperation with other staff and programs.
8. Must be able to communicate information verbally and in written form in a clear, concise, accurate and professional manner.
9. Must have excellent record-keeping and organizational skills.
10. Must be able to maintain confidentiality of information received orally or in document handling.
11. Must be able to work cooperatively and foster teamwork by helping with essential functions as requested by other Program Directors.
12. Must have a valid driver’s license and be insurable under the SRSC’s policy.
13. Must pass a criminal background check.

Skagit River System Cooperative has the right to change the position description at any time. This position is subject to the tribal preference hiring policy of SRSC.